

Position Description

Position Title:	Recycling Associate
Subsidiary:	Natural Evolution
Department:	Administrative
Level of Responsibility:	Reports to the Operations Manager
FLSA Classification:	Full Time, Non-Exempt with potential commission

General Purpose: The Recycling Associate works under general supervision and participates in the work with a crew engaged in recycling activities at Natural Evolution, Inc. and offsite as necessary and performs related work as required. This position will be assigned to the recycling of electronics. This may be divided into different functions such as sorting and palletizing equipment, dismantling equipment, or assisting customers in the unloading or pickup process as needed.

Essential Duties and Responsibilities: *This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

- Sorts and palletizes equipment and materials into directed categories of recyclables.
- Dismantles equipment and/or parts and separate materials into specific categories as directed.
- As needed, assists in the process of picking up equipment at customers' location.
- Assists in maintaining a safe and clean work environment.
- Be ever vigilant in the cultivation of a profitable, sustainable company.

Supervisory Role and Responsibilities:

This position has no supervisory role or responsibilities.

Knowledge, Skills, and Abilities:

- Must successfully pass a drug/alcohol test and background investigation.
- Must possess and maintain a valid New Mexico Driver's License.
- Must possess and be able to demonstrate strong personal attributes to include honesty and trustworthiness; respect; cultural awareness and sensitivity; flexibility, confidentiality, and sound work ethics; time and stress management skills; professionalism and non-biased composure; personal effectiveness and creditability skills; technical capabilities and computer literacy skills; basic recordkeeping skills; and well-developed interpersonal and communication skills.
- Must be able to effectively and professionally communicate in writing and verbally, in English, and in an informative and factual manner and be able to defuse hostile guest situations with ease and tact.
- Must be able to perform basic mathematics to include, but is not limited to, adding, subtracting, multiplying, and dividing in all units of measure, using whole numbers, common fractions, and decimals rapidly and accurately.
- Must be able to follow and adhere to detailed directions and instructions, receive feedback in a professional manner, and ask questions for guidance if needed.
- Must be able to work with minimal to no supervision, set priorities and meet deadlines, and follow through with daily task while developing and maintaining cooperative working relationships with all employees and vendors.
- Must be knowledge of vehicle and heavy equipment operations and safety practices and must be able to skillfully and efficiently use handheld and power tools and be able to recognize a variety of items quickly over a long period of time.
- Must be able to perform moderately heavy physical labor under all types of outdoor weather conditions; coordinate the movement of materials and equipment; assist in maintaining accurate records; communicate effectively with representatives from public and private agencies; establish and maintain cooperative working relationships.

Education and Experience:

- High School Degree or GED, required.
- Prior experience working with and recognizing scrap metal, preferred.

Physical Demands and Working Conditions: This job operates in a professional office setting and outdoor/indoor warehouse setting with exposure to all types of weather conditions, typical to this region. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The physical demands and environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually loud. Additionally, this position will be required to operate heavy machinery; during operations the proper use of safety equipment must be kept. Safety equipment includes but is not limited to: eye glasses, hearing protectors, work boots, and hardhats. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Must be able to stand; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb stairs and ladders; maintain balance; stoop, bend, grasp, kneel, crouch and crawl; talk or hear; taste or smell.
- Must be able to occasionally lift and/or move up to 50 pounds.

Disclaimer: The above statements describe the general nature, level and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands and skills required of personnel so classified. Position descriptions are not intended to do and do not imply or create any employment compensation or contract right to any person or persons. Management reserves the right to add, delete or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.